



## **Microsoft Project 2003: Level 1**

### **Course Description**

Welcome to Microsoft Project 2003: Level 1. This course is the first in a series of two courses designed for individuals who will use Microsoft Office Project Professional 2003 as a tool to assist them in managing projects. The topics in this course cover the critical skills necessary to create and modify a project plan file that contains tasks, resources, and resource assignments.

### **Course Objective:**

You will create a project plan file containing tasks, organize these tasks in a work breakdown structure containing task relationships, create and assign resources, and finalize the project to implement the project plan.

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- create a project plan file and enter task information.
- create a work breakdown structure by organizing tasks and setting task relationships.
- assign project resources.
- finalize the project plan file.

### **Course Content**

#### **Lesson 1: Creating a Project Plan File**

Topic 1A: Create a Project Plan File

Topic 1B: Create and Assign a Project Calendar

Topic 1C: Add Tasks to the Project Plan File

Topic 1D: Add a Project Summary Task

Topic 1E: Add a Recurring Task

Topic 1F: Enter Task Duration Estimates

#### **Lesson 2: Creating a Work Breakdown Structure**

Topic 2A: Outline Tasks

Topic 2B: Link Dependent Tasks

Topic 2C: Identify Deliverables in the Project Plan File

Topic 2D: Constrain Tasks

Topic 2E: Set a Task Deadline

#### **Lesson 3: Creating and Assigning Resources**

Topic 3A: Create Resources

Topic 3B: Create a Resource Calendar

Topic 3C: Assign Resources

Topic 3D: Assign Additional Resources to a Task

Topic 3E: Resolve Resource Conflicts

**Lesson 4: Finalizing the Project Plan**

Topic 4A: View the Critical Path

Topic 4B: Shorten the Project Duration

Topic 4C: Set a Baseline

Topic 4D: Display Project Summary Information